

# **Police Chief Job Description**

## **Definition:**

Administrative, supervisory, and front-line public safety work in planning, directing, and managing the operations of the Police Department; all other related work as required.

## **Supervision:**

- Works under the direction of the Town Administrator and is responsible to the Board of Selectmen.
- Supervises ongoing operation of Police Department.

## **Job Environment:**

- Operates as a member of the Town's management team, meeting periodically with Town Administrator and Board of Selectmen to understand Town priorities, challenges, and plans, and to assure their understanding of public safety challenges and Police Department plans, routines, and procedures.
- Performs highly responsible duties requiring the exercise of considerable independent judgment in supervision of the Police Department.
- Work is performed in office, automobile, and outdoors with exposure to various weather conditions and the hazards associated with police and public safety work, with exposure to the possibility of personal injury or even death.
- Has frequent contact, requiring perceptiveness and discretion, with other Town officials, Town boards and commissions, the courts, attorneys, other police departments and officers, local, State, and Federal agencies, and with the general public.
- Has access to all department-related confidential information including personnel, investigation, arrest, and criminal records.

## **Essential Functions:**

- Maintains regular communication with Town Administrator regarding any significant deviations from routine, or any noteworthy problems, issues, or successes. As requested by Town Administrator, advises the Board of Selectmen concerning unusual developments.
- With the Town Administrator, subject to Board of Selectmen's approval, plans the most cost-effective operations and staffing for the Department, short- and long-term.
- Collaborates and coordinates with Baker Hill Road District, Lanesborough Fire/Water District, and relevant departments in nearby towns, consistent with long-term improvements in cost-effectiveness of Lanesborough Police Dept.
- Manages and supervises Department personnel, including training, work assignments, scheduling, rules, policies, procedures, discipline, and evaluation; manages any searches for new employees. Develops, oversees and manages any special, auxiliary, and/or reserve personnel.
- Collaborates with Town financial and administrative personnel to plan and oversee Department finances, including development and maintenance of 10-year capital budget, preparation and management annual budget, use of appropriate procurement procedures, and approval of expenses. Works with the Town Administrator and independently to obtain State and Federal grants and other funding for department projects and purchases.

- Assures maintenance of Department records and correspondence. Interfaces with the public and media on police matters, and is in frequent contact with County, State and Federal agencies to share information and to ensure compliance with all laws and regulations affecting the work of the Department; on request, provides information at Town Meeting.
- Assures proper handling and custody of funds, property, and information received by the Department.
- Establishes/maintains specifications for equipment, uniforms, vehicles, weapons, ammunition, and other Department assets.
- Operates motor vehicles, weapons, and Departmental equipment. Assures following of prescribed safety and preventive maintenance procedures.
- Works regular shifts as a police officer.
- Performs other similar or related duties as required or as situation dictates.

**Physical Requirements:**

This position requires constant moderate-to-strenuous physical effort. Frequently requires moving (push, pull, lift or carry) objects weighing up to 100 pounds. Work is performed under varying weather conditions.

**Recommended Minimum Qualifications:**

**Education and Experience:**

College degree or equivalent; five years of progressively responsible experience in police work; or any equivalent combination of education and experience. Valid Driver's License; successful completion of required MA Criminal Justice training programs.

**Knowledge, Ability and Skill:**

Readiness and ability to operate as a member of the Town's management team. Ability and knowledge to perform Department administration and management. Ability to plan, assign and supervise the work of personnel engaged in police operations. Ability to maintain good public relations. Comprehensive technical and practical knowledge of police work, weapons, and equipment.

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